

<b>Policy Area:</b> Facilities	<b>Subject:</b> Room Rental Agreement
<b>Effective Date:</b> 11/1/2017	<b>Page Number:</b> 1
<b>Approved Date:</b> <b>Revision Date:</b>	<b>Approved by:</b> Administration
<p><b>1. Rationale or background to policy:</b></p> <ul style="list-style-type: none"> <li>To establish guidelines regarding the rental of university facilities.</li> </ul> <p><b>2. Policy Statement:</b></p> <p><i>University associated functions:</i></p> <ul style="list-style-type: none"> <li>Faculty, staff, students who are scheduling a function for which the college or university is a sponsor of the event or receives indirect benefits due to cooperative efforts an outside agency.</li> </ul> <p><i>Non-university associated functions:</i></p> <ul style="list-style-type: none"> <li>An outside individual, group, or entity wishing to hold an event in which there is no sponsorship or cooperative efforts on the part of ULM.</li> </ul> <p><b>3. Procedures:</b></p> <p><i>College of Pharmacy associated functions:</i></p> <ul style="list-style-type: none"> <li>All persons requesting building use should contact Ms. Marcia Wells via email at <a href="mailto:mwells@ulm.edu">mwells@ulm.edu</a> for room availability PRIOR to submitting the <a href="#">Bienville Event Form</a>. Student Organizations must obtain faculty advisor approval PRIOR to submitting this form. Form should be completed no less than 1 week (7 days) prior to the event. A confirmation email will be sent to the event coordinator once the event has been approved.</li> </ul> <p><i>Non-university associated functions:</i></p> <ul style="list-style-type: none"> <li>All inquiries shall be directed to the Director of Facilities (<a href="mailto:mmoncrief@ulm.edu">mmoncrief@ulm.edu</a> or 318-342-1723).</li> <li>The Director of Facilities will determine room availability in conjunction with the Technology Manager.</li> <li>If the space is available at the requested time, the Director of Facilities will forward the Facility Rental Agreement for completion to the outside party. The Director of Facilities has signature authority on the rental agreement for ULM.</li> <li>Room rates will be \$100/hr with a \$500 maximum per day.</li> <li>Once a completed rental agreement has been executed, the Director of Facilities will complete the <a href="#">Bienville Event Form</a> with the necessary information.</li> </ul>	